

## ENERGY CONSERVATION **draft rev 6-8-10**

**Purpose Statement:**

To increase the energy efficiency in GA owned and managed buildings.

This policy applies to GA and all tenants and staff located in buildings owned or managed by the Department of General Administration (GA).

**Action:** Establishment of new policy

**Review Cycle:** 4 years

**Date Approved:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
Joyce Turner  
Director

**References:** [RCW 19.27A Energy-related building standards](#)  
[RCW 70.235 Limited greenhouse gas emissions](#)  
[RCW 43.41 Office of Financial Management](#)  
[RCW 39.35D High performance public buildings](#)  
[RCW 43.19.668: Energy Conservation- Legislative Finding](#)  
[Executive Order 02-03: Sustainable Practices by State Agencies](#)  
[Executive Order First 05-01: Establishing sustainability and Efficiency Goals for State Agencies](#)

**Policy Content**

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**POLICY STATEMENT**

GA and tenants will provide a comfortable and productive work place in buildings owned or managed by GA while addressing requirements to conserve energy.

GA and tenants will use all practicable and cost-effective means available to conserve energy in buildings and facilities owned or leased by GA.

GA and tenants are to be familiar with the energy conservation laws, rules and other related policies and must act in a way that is consistent with law, rules and policies.

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**1. Basic Conservation Principals**

- a. GA and tenants will not waste energy or use energy when not needed in GA owned or managed buildings.
- b. GA and tenants are to apply free and low-cost conservation measures before investing in capital improvements.

- c. GA and tenants in GA-owned or managed buildings will comply with GA Energy Conservation Policy.
- d. GA will work with state agencies to identify means to advance sustainable practices and improve conservation awareness.

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## **2. GA will provide coordination and management of conservation**

- a. The GA Facilities Division will actively pursue energy conservation in state-owned and managed buildings.
- b. GA and tenant management will encourage and assist employees to help conserve and prevent the waste of energy.

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## **3. GA and tenants will conserve energy.**

- a. Tenant staff shall turn off office equipment or use standby mode when not in use and avoid turning equipment on until it is needed.

Tenant staff shall turn off computers and/or computer monitors when not in use for one hour or more unless the tenant agency has a requirement for IT equipment maintenance which requires computers and monitors to be left on.

- b. Personal decorative (seasonal) lighting shall be battery powered. All personal decorative lighting will be turned off after hours. The use of LED decorative lighting is preferred.

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## **4. GA has established standards for comfort.**

GA and tenants shall use the [ASHRAE and OSHA](#) recommended standards of comfort for temperature settings for indoor temperatures of occupied buildings:

- a. The winter temperature standard is 68-74 degrees Fahrenheit.
- b. The summer temperature standard is 72-78 degrees Fahrenheit where mechanical cooling systems are used.

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## **5. GA has established standards for convenience appliances.**

- a. All convenience appliances shall be certified by Underwriters Laboratories.
- b. Food, beverage, and comfort appliances will be regulated to conserve energy.
- c. Employee owned food and beverage appliances, fish tanks, or decorative fountains are prohibited.

The use of small appliances such as under counter refrigerators, coffee makers, microwaves, coffee cup warmers, and [electrical cooking devices](#), are restricted to the designated break area.

- d. Large appliances will be [Energy Star rated](#).

Tenant facilities staff shall only permit Energy Star rated large appliances in break areas.

Large appliances, such as refrigerators, microwave ovens, dishwashers or other appliances used to wash, cook or store food are restricted to designated break areas.

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## 6. GA has established standards for personal heating and cooling devices.

- a. All personal heating and cooling devices shall be certified by Underwriters Laboratories.
- b. All [personal heating devices](#) will be electric radiant panel type with a rating of 200 watts or less.
- c. Personal heaters shall be controlled with an occupancy sensor so that they will shut off automatically when the occupant leaves their work station for longer than 15 minutes.
- d. Employee owned heating devices are prohibited.
- e. Personal heaters with power requirements over 200 watts must be approved for use by the tenant agency facilities program manager.
- f. Small personal [fans](#) (9" or less in diameter) must be approved for use by the tenant agency facilities program manager.
- g. Personal heating and cooling devices are prohibited when an extension cord is required.

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## Related policies and other requirements

- ASHRE and OSHA recommendations on Temperatures [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=INTERPRETATION&p\\_id=24602](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATION&p_id=24602) ).

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## Definitions

- *Energy Star Rated* means energy efficient products certified by the U.S. government. These products reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy; and offer savings on energy bills without sacrificing performance, features, and comfort.
- *HVAC* means a building heating, ventilation, and air conditioning system.
- *Personal heating device* means any device using electricity or other fuel source to heat the work space and/or occupant separate from the building HVAC system. Personal

heating devices include but are not limited to electric heaters, electric blankets, and electric heating pads.

- *Electrical cooking device* means any device using electricity or other fuel source to heat or cook food. Electrical cooking devices include but are not limited to crock pots, coffee makers, hot plates, cup warmers, blenders, microwaves, toasters, and bread makers.

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**History**  
N/A

**Supersedes:**

This policy supersedes related GA practices and written material.

**Original Effective Date:**

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**POLICY FEEDBACK**

Did this Policy successfully answer your questions? Please send your comments to [policy@ga.wa.gov](mailto:policy@ga.wa.gov) .